

## RFA 09-03 Application Instructions

### RFA 09-03: Application Instructions

#### Application Requirements

1. You will need a fully functional copy of Adobe Acrobat version 8 or 9 (Standard or Professional) to complete, print, and save the **Information Form of the Application**. For optimal performance, we recommend that you upgrade to Adobe Acrobat (Standard or Professional) version 8.1. Using Adobe Acrobat Reader will not permit you to save information that is entered in the form.
2. All application materials must be received by CIRM both electronically and in hardcopy **no later than 5:00pm PST on January 26, 2010. Meeting this deadline is the applicant's responsibility, and no exceptions will be made.**
3. Applications will only be accepted from applicants who 1) submitted a LOI and 2) were invited by CIRM to submit an Application. **The project proposed in the Application must be the same as that described in the LOI.**
4. A complete Application includes the following four parts:
  - a. **Application Information Form** with Signature Page [PDF form]
    - i. **Part A: Subpart II** [PDF form] (Required only from applicants with a Collaborative Funding Partner)
  - b. **Stem Cell Transplantation Immunology Award Research Proposal** [MS Word template]
  - c. **Biographical Sketches for Key Personnel** [MS Word template]
  - d. **Related Business Entities Disclosure Form** [PDF form]
5. You must download and save a copy of the templates for the Application Information Form, Stem Cell Transplantation Immunology Awards Research Proposal, Biographical Sketches for Key Personnel, and Related Business Entities Disclosure Form onto your computer. **Do not open the documents directly from the CIRM web page, as the forms will not function properly.** Open and use the saved copies on your computer instead.
6. You must submit application materials both **electronically and in hardcopy (original plus 5 copies, preferably double-sided)** as instructed below. The original hardcopy must be signed by the applicant (Principal Investigator) and the institution's Authorized Organizational Official (AOO). The AOO is the individual, named by the applicant organization, who is authorized to act for the applicant organization and to assume the obligations imposed by the laws, regulations, requirements, and conditions that apply to grant applications or grant awards. CIRM will not accept an application without these original signatures.
7. Written assurances of institutional approval for use of human subjects, covered stem cell lines, or vertebrate animals (where applicable) are not required at the time of application submission but will be required prior to issuance of Notice of Grant Award.

#### How to Apply:

1. Download and save a copy of the templates for the Application Information Form, Stem Cell Transplantation Immunology Research Proposal, Biographical Sketches for Key Personnel, and Related Business Entities Disclosure Form onto your computer.
2. Complete, save, and print the Application Information Form with Signature Page using the template provided. Be sure to provide all required information and observe indicated character limits.
3. Complete, save, and print the Stem Cell Transplantation Immunology Awards Research Proposal using the template provided. The proposal may include tables and figures. CIRM will not accept pages that exceed the indicated page limit for each section. We recommend that you convert the document into a PDF file to ensure that figures, tables, and formatting are preserved for submission to CIRM.
4. Use the templates provided to complete all Biographical Sketches for Key Personnel. All biosketches should be assembled into a single document observing the two page limit per individual. We recommend that you convert the final document into a PDF file to ensure that formatting is preserved.
5. Complete, save, and print the Related Business Entities Disclosure Form. **Note that every applicant, whether from a for-profit or non-profit organization, must complete and submit this form.**
6. Send electronic copies of all four parts of the Application as attachments in a single email to immunology@cirm.ca.gov. This email must be received by CIRM **no later than 5:00pm PST, January 26, 2010. Meeting this deadline is the applicant's responsibility, and no exceptions will be made.** You will receive an email reply that confirms your proposal was received by CIRM.
7. All application materials, including the Application Information Form with original signatures, the Stem Cell Transplantation Immunology Research Awards Research Proposal, Biographical Sketches for Key Personnel, and Related Business Entities Disclosure Form must be received by CIRM both electronically and in hardcopy **no later than 5:00pm PST, January 26, 2010. Meeting this deadline is the applicant's responsibility, and no exceptions will be made.**

**Mail the completed original plus 5 copies (preferably double-sided) to:**

Stem Cell Transplantation Immunology Application  
California Institute for Regenerative Medicine  
210 King Street  
San Francisco, CA 94107

Schedule of Deadlines and Reviews	Date
Letter of Intent Due	5:00 PM (PST), December 15, 2009
Applications Due	5:00 pm (PST), January 26, 2010
Review of full applications by Grants Working Group (GWG)	April, 2010
Review and Approval by ICOC	June, 2010
Earliest Funding of Awards	Summer, 2010

**No exceptions will be made to the indicated deadlines.**

## **Contact Information**

### **For program information about this RFA:**

**Sohel Talib, Ph.D.**

Scientific Officer  
California Institute for Regenerative Medicine  
210 King Street  
San Francisco, CA 94107  
Email: [stalib@cirm.ca.gov](mailto:stalib@cirm.ca.gov)  
Tel: 415-396-9137  
Fax: 415-396-9141

### **For information about the review process:**

**Gilberto R Sambrano, Ph.D.**

Senior Officer to the Grants Working Group  
California Institute for Regenerative Medicine  
210 King Street  
San Francisco, CA 94107  
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